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Committee on Conferences
Substantive session of 2012
4-10 September 2012

Agenda and programme of work for 2012

The agenda for the substantive session of 2012 of the Committee on Conferences was approved by the Committee at its organizational session, on 25 April 2012, on the basis of a provisional agenda proposed by the Secretariat in the annex to document A/AC.172/2012/L.1. At its organizational session, the Committee on Conferences also adopted the dates for its substantive session, to be held from Tuesday, 4 September, to Monday, 10 September 2012.

At its organizational session, the Committee decided to include in future calendars of conferences and meetings the dates for its organizational and substantive sessions for the following year, as is being done for all meetings of intergovernmental bodies. This would facilitate advance planning and preparation on the part of the Member States and the Secretariat. Accordingly, the Secretariat was requested to include this item in the agenda (see agenda item 8).

At its organizational session, the Committee also decided to include in its programme of work for the year informal briefings by the Secretariat on issues related to conference management that are of interest to the Member States. Such briefings would be scheduled prior to the Committee's substantive session or upon request.

The programme of work of the Committee will follow the same pattern as in previous years: the Committee will meet formally on 4 and 5 September, and will hold informal consultations on 6 and 7 September as required, before concluding its work on 10 September. A videoconference is scheduled to be held on the morning of 5 September with the participation of conference management officials in Geneva, Vienna and Nairobi, the theme of which will be announced at a later date.

Agenda for the substantive session of 2012

1. Adoption of the agenda and other organizational matters.
2. Calendar of conferences and meetings:

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(a) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243;

(b) Adoption of the draft revised calendar of conferences and meetings for 2013;

(c) Intersessional departures for 2012.

3. Meetings management:

(a) Utilization of conference-servicing resources and facilities:

(i) Meeting statistics of United Nations organs and consultations with bodies concerning utilization of conference-servicing resources;

(ii) Provision of interpretation services to meetings of bodies entitled to meet "as required";

(iii) Provision of interpretation services to meetings of regional and other major groupings of Member States;

(iv) Utilization of conference facilities at the United Nations Office at Nairobi;

(v) Utilization of the conference centre at the Economic Commission for Africa;

(b) Impact of the capital master plan, strategy IV (phased approach), on meetings held at Headquarters during its implementation.

4. Integrated global management.

5. Matters relating to documentation and publication.

6. Matters relating to translation and interpretation.

7. Organization of work.

8. Adoption of the report and proposed dates for the organizational and substantive sessions in 2013.

Annotations

1. Adoption of the agenda and other organizational matters

2. Calendar of conferences and meetings

(a) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

The Secretariat will report on requests received pursuant to paragraph 15 of General Assembly resolution 47/202 A of 22 December 1992 and section I, paragraph 7, of Assembly resolution 40/243 of 18 December 1985, for action by the Committee.

Documentation: Letter from the Chair of the Committee on Conferences to the President of the sixty-seventh session of the General Assembly (A/67/__)

(b) Adoption of the draft revised calendar of conferences and meetings for 2013

The draft revised calendar of conferences and meetings of the United Nations for 2013 will be prepared pursuant to section I, paragraphs 2 and 3, of General Assembly resolution 66/233 of 24 December 2011 on the pattern of conferences.

Documentation: Draft revised calendar of conferences and meetings of the United Nations for 2013 (A/AC.172/2012/L.2)

(c) Intersessional departures for 2012

The Secretariat will compile a list of requests for intersessional departures from the approved calendar of conferences and meetings for 2012, together with information on any action taken by the Committee.

3. Meetings management

(a) Utilization of conference-servicing resources and facilities

(i) Meeting statistics of United Nations organs and consultations with bodies concerning utilization of conference-servicing resources

The Secretariat will report on the matter pursuant to section II.A, paragraphs 4 to 6, 8, 16 and 17 of General Assembly resolution 66/233.

Documentation: Statistical data and analysis of the planned and actual utilization of conference-servicing resources allocated to a core sample of bodies at all four duty stations will be made available to the Committee as supplementary information. The Chair will report orally on consultations with bodies in New York and on written communications with bodies at other duty stations that have underutilized their conference-servicing resources.

(ii) Provision of interpretation services to meetings of bodies entitled to meet "as required"

The Secretariat will report on the matter pursuant to section II.A, paragraph 7, of General Assembly resolution 66/233.

(iii) Provision of interpretation services to meetings of regional and other major groupings of Member States

The Secretariat will report on the matter pursuant to section II.A, paragraphs 9 to 11, of General Assembly resolution 66/233.

(iv) Utilization of conference facilities at the United Nations Office at Nairobi

The Secretariat will report on the matter pursuant to section II.A, paragraph 12, of General Assembly resolution 66/233.

(v) Utilization of the conference centre at the Economic Commission for Africa

The Secretariat will report on the matter pursuant to section II.A, paragraphs 13 and 14, of General Assembly resolution 66/233.

(b) **Impact of the capital master plan, strategy IV (phased approach), on meetings held at Headquarters during its implementation**

The Secretariat will report on the matter pursuant to section II.B of General Assembly resolution 66/233.

4. Integrated global management

The Secretariat will report on the matter pursuant to section III, paragraphs 2, 3 and 6 to 17, of General Assembly resolution 66/233.

5. Matters relating to documentation and publications

The Secretariat will report on the matter pursuant to section IV, paragraphs 2, 3, 16 to 20, 23, 24, 26 and 27 to 29 of General Assembly resolution 66/233 and pursuant to paragraphs 35 and 37 of Assembly resolution 66/246 of 24 December 2011.

6. Matters relating to translation and interpretation

The Secretariat will report on the matter pursuant to section V, paragraphs 2, 5, 6, 8 to 13 and 15 to 18 of General Assembly resolution 66/233 and pursuant to paragraph 16 of Assembly resolution 66/246.

7. Organization of work

In section II.A, paragraph 20, of its resolution 57/283 B, the General Assembly encouraged the Committee on Conferences to keep under continued review the procedures for the participation of observers in the work of the Committee.

8. Adoption of the report and proposed dates for the organizational and substantive sessions in 2013

The Committee will adopt its draft report for 2012 and the draft resolution on the pattern of conferences for recommendation to the General Assembly at its sixty-seventh session. The Committee will approve the dates proposed for its organizational and substantive sessions in 2013.